



**KING COUNTY
TECHNICAL WRITER
INFORMATION ANALYST III
DEPARTMENT OF EXECUTIVE SERVICES
INFORMATION AND TELECOMMUNICATIONS SERVICES DIVISION
Hourly Rate: \$27.70 to \$39.07
Job Announcement No: 04CY4304
OPEN: 6/7/04 CLOSE: 6/21/04**

WHO MAY APPLY: This position is open to the general public. This temporary position may work part-time depending on the work load and should last no more than six months.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Christine Ynzunza, 700 5th Avenue, Suite 2300, Seattle, WA 98104, Fax 206-263-4834.** Email applications are encouraged at HRITS@metrokc.gov (all application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:

- A King County application form. Application forms may be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>
- Resume
- Letter of interest detailing your background and describing how you meet or exceed the requirements

WORK LOCATION: 700 5th Avenue, Key Tower, Downtown Seattle, WA.

WORK SCHEDULE: Since this temporary position not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. The workweek is normally Monday through Friday 8:00 a.m. to 5:00 p.m. This position may work part-time depending on work load.

POSITION PURPOSE: This position will create a set of policy/procedures, documentation and training materials for use in systems and network security as well as wireless networking, Active Directory, Windows Server topics. This position will work with management and employees who are currently using this technology to develop the training materials.

PRIMARY JOB DUTIES INCLUDE:

- Interview appropriate technical staff and management to obtain information for policy, procedure and documentation writing.
- Write policy drafts.
- Validate drafts against technical and management staff and outside agencies.
- Publish policies.
- Write any needed Wireless and PEAP and VPN Certificate documentation.
- Develop training materials related to security risks and security awareness.
- Write a password policy.
- Create formal procedure to respond to security incidents.
- Update, edit, and maintain a technical document repository.
- Create a style guide template to be used for future technical documentation. Edit existing technical documentation for clarity, grammar, and conciseness.
- Create and maintain infrastructure diagrams.
- Facilitate team discussions regarding technical and procedural processes in order to create and document relevant policies and procedures.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Use existing infrastructure documentation, hands-on experience in a lab setting, and meetings with enterprise team members as input for creating a variety of technical documents, including training materials in the form of FAQ's.
- Other duties as assigned

QUALIFICATIONS:

- Experience producing software documentation (both printed and online) for client/server software products.
- Must have strong organizational, writing and analytical skills.
- Familiarity with security and wireless terms.
- Visio experience.
- Microsoft Office Project Server and Sharepoint Portal Services.
- Microsoft Project experience.
- Ability to use Excel, Word, and Powerpoint.
- Must have excellent communication skills for both a technical and non-technical audience.

DESIRABLE QUALIFICATIONS:

- Advanced understanding of technical concepts including Microsoft Active Directory, Microsoft Windows Server 2003 Operating System, WAN network diagrams.

SELECTION PROCESS: Applications will be screened for qualifications, clarity, and completeness. Applicants who are competitive may be invited to participate in an interview.

UNION STATUS: This position is not represented by a union.

CLASS CODE: 403900